![DocuNECT]

ELECTRONIC DOCUMENT MANAGEMENT

Use Technology to help with Compliance

Compliance and regulations are on the increase with more emphasis being placed on tracking the lifecycle of a document. When was it created? Who changed it? Who accessed to it? How long do we need to keep it?

Automate Retention Policies

A key requirement is being able to classify documents so they have a business context. For example, classifying an invoice as a financial document helps with records retention and which business rules governs it through its lifecycle.

Easy Access to the Documents You Need

Document management repositories can get large and accessing just the documents you need to perform your role within the organization can be challenging.
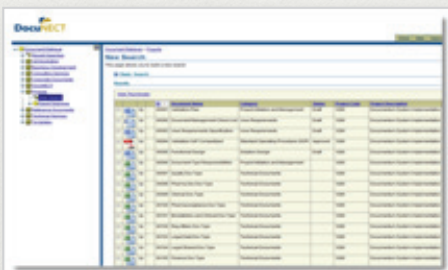
Easily Configured Dashboards

DocuNECT uses easy to configure dashboards to provide the best user experience for each department in the enterprise. The dashboard is role based can display real time reporting, as well as quick access to browse documents.

How Can DocuNECT Lifecycle Help?

DocuNECT is a powerful document management system that can help you manage the lifecycle of all documents within your organization. Features include:
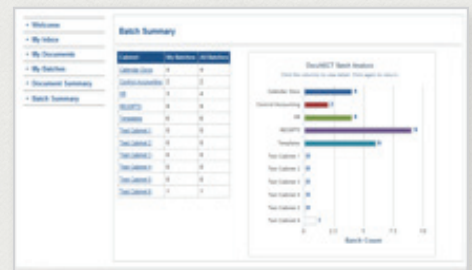
- Document Classification
- Security
- Version Control
- Document Comments
- Document Audit History
- Document Workflow
- Role Based Dashboards with Summary Reporting
- Powerful Document Capture with DocuNECT Capture
- Report Management (Extraction and Distribution)
- Powerful Search (By Indexes and Document Content)
- Records Retention
- My Documents

  » Add Commonly used documents to your favorites
  » Track documents and receive email notifications of when they change
  » Quickly access documents you have checked-out
  » Access documents that have been assigned to your role (e.g. Standard Operating Procedures, or Benefits Information)
  » Access your personal saved searches

Document Management

Summary Dashboard

My Documents

Portford Solutions Group, Inc.
92 Argonaut, Suite 220, Aliso Viejo, CA 92656
P. (949) 333 0402 | F. (949) 242 2887